



# Carlington Community Association

**Minutes (Approved):** CCA Board Meeting – October 6, 2021 (by conference call)

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**Present:** Brian Beard, Tara Beechey, David Hoey, Peter Zakrzewski, Alexandria (Allie) Hodgson, Heather Darling.

**Regrets:** Kristen Bennett, Ahmed Elchamaa, Dave Janveau.

Call to Order by Zoom Pro: 7:03 p.m.

1. **Motion to Approve the Agenda: Moved by Brian Beard, seconded by Heather Darling there was no opposition, the motion was carried.**
2. **Motion to Approve the Sept 1, 2021, Minutes: Moved by Brian Beard, seconded by Tara Beechey. There was no opposition, the motion was carried.**
3. **Advisements of Conflict of Interest:** None to declare.
4. **President's Report:**
  - Plant sales at 3 locations occurred, and it was great to see a lot of people out and about, very successful. Approximately \$900 raised.
  - Communication: Discussion about how committees should be run, board members being the chair of committees.
    - This is a robust Board, used to be very lean. We're looking for diversity, inclusion and a willingness to participate. Concern is that restrictions could be seen as stifling the volunteers.
    - Could we consider a structure where a volunteer could run a committee but they are ultimately reporting into/having oversight by a Board member?
    - Would oversight equal accountability?
    - If somebody is interested in running a committee, a current Board member is going to sit down with them to determine their level of commitment and the volunteer policy was created last term which is a tool to use. A conversation needs to occur with the volunteer to confirm their commitment level.
    - Going to try and get some communication details to Peter Z next week to get it out to the membership. Recommendation from Peter - create a Google doc for team collaboration.
  - Traffic Calming: Looking at City speed limits to 30km/hr. May need to get 66% of residents to sign up. Flex poles are potential, going to try to gather further data as to why 30km/hr is better for everyone. Obtained the speed data from the city for the neighborhood.



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## 5. Finance: David Hoey

- Park reservation is due October 12th. Going to look into Family Fun Day, Spring Plant Sale, Fall Plant Sale to determine what days we should reserve.
- Looking for Volunteer Organization of the Alexandria Rink.
- Reaching out to Meadowvale Rink maintenance.
- Confirmed that Ruby Puni received the check.

## 6. Development and Transportation: Ahmed Elchamaa

- Veteran Home study meeting via Zoom scheduled on October 7, 2021

## 7. Communications: Tara Beechey

- If we want to continue the Ottawa Farmers Market, CCA needs to get involved to have that market and continue to move forward with it. Tara is to meet with the organizer and get the information and bring it back to the Board. The basics at the market needs to be fruit and vegetables.
- Plan was to operationalize communication and have a system for it. One thing about social media, typically you have a volunteer use their own account, and link it to the organization's account. Ability to limit/manage/have oversight. Need to be able to see that it's a volunteer posting on behalf of the CCA. Going forward, using Twitter as an information source.
- Vivian has been provided access to the GDrive.

## 8. Greening: Alexandria Hodgson

**Greening Committee Meetings & Volunteers:** Due to the recent greening events, the CCA has picked up a few new volunteers! New volunteers are sent the volunteer policy. Forms filled out by new volunteers will be sent to Peter. Would still love further volunteers to add to the team.

**September 25 Plant Sale:** HUGE thank you to everyone involved. The sale was a huge success. Due to a few factors, including COVID, the sale was split into three different locations (all running the event at the same time). Two of the three locations had an extra table set up with a "guest speaker" on different topics (one from the Envirocentre on the Future Homes project in Ottawa, and one from the Experimental Farm), which we believe contributed to the success of the event.

Carlington T-shirts were also sold and CCA membership sign-up sheets were provided. While there were a few T-shirt sales, the majority of activity was through plant sales. Many individuals remarked that they enjoyed the three locations, as they had the opportunity to check out different types of plants at each location.



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Overall, just over \$900 was raised at the three locations combined. This was due primarily to:

1. Generous individuals within the community that donated plants to the sale.
2. Heavy social comms throughout the community to ensure many members were aware of the event, and
3. High individual contributions per purchase (largely because plant purchases were by donation).

While the CCA has seen success in other plant & yard sales in the past, it would like to attempt this event in this format again next year, due to the overwhelming success.

**Fall Cleaning the Capital:** Two weekends were dedicated to Cleaning the Capital this year.

- Oct 3: Alexander & Raven Parks: The cleaning event on Oct 2 was rained out and therefore took place on Oct 3 instead. Both Alexander and Raven Park clean-ups were considered a success, with several volunteers at each location.
- Oct 23: Meadowvale Park & Shillington Ave: These cleanings are yet to happen.

While getting community members to pick up other people's garbage is often a challenge, the team involved in this year's clean-ups has done a wonderful job encouraging volunteers, providing incentives through Carlington Coffee House "coffee grams"\* , and ensuring the whole community is aware of the events through social comms and community posterings.

\* Carlington Coffee House (CCH) sells "coffee grams" for a set price of \$5.75 per coffee gram. Bhavik, co-owner of CCH, agreed to provide the CCA with 50 coffee grams to use for Cleaning the Capital events as thank you gifts to participants. Once the events are over, we will return unused coffee grams to CCH, and will be charged the difference of the cards used, at a reduced rate of the price of a drip coffee (\$3.25).

**Future Homes Ottawa Carlington Webinar:** The Envirocentre is hosting a Carlington-specific Future Homes Webinar. While the CCA's involvement is minimal, it is providing support through social comms for the event, to be held October 20 at 7:00 p.m. Further information and sign-up can be found [here](#).

**Greening 2022 Planning Calendar:** While 2022 is still a ways away, the Greening Committee would like to lay out a 2022 events calendar early on. Due to the change of leadership, events have been planned and communicated later than ideal, potentially impacted planning and attendance.

The Committee will be providing a 2022 calendar in late 2021/early 2022 for the Board's consideration, but should anyone have anything that could be partnered on in 2022, please reach out to the Greening Committee chair.



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- Question from Brian: Should we book the June date for the Spring Sale?
- Note from Tara: We should use the GDrive Calendar as a Board for all of our events.
- Question from Tara: Which is Brian's preferred email address that the Board would all be using for communications?

## **9. Membership: Peter Zakrzewski**

**Membership Committee and Volunteers:** At this point in time, the Membership Committee still only consists of the Director. There are plans to develop a Membership Committee that would include other Board members and volunteers from the community. Additional information will be made available soon.

**Membership:** There are currently 122 members of the CCA.

**Other activities:** Facilitated the registration of 34 individuals to the September 21, 2021, GM .

### **Email campaigns:**

- a. Carlington: Cleaning up the Capital - October 2nd 2021
  - i. 45% recipients opened the email

## **10. Community Grant Application: David H**

Reviewed and discussed the applications. Next steps, announcement of successful applications.

**11. Adjournment: Move to adjourn by Brian Beard, seconded by David Hoey at 8:59 p.m.**